

Interviews: EC Process

Interviews, regarding EC Process, will be conducted with LEA administrators, including EC Directors/Coordinators; EC teachers and related services providers at the selected school sites. Responses will be scored on average for each group and across schools using the *Interview Rubric*. Items measured the working knowledge of Child Find, Discipline, Transfer Students, and Secondary Transition.

Interview Rubric

The monitoring consultant/monitoring team member will engage in a conversation with a staff member identified above. During the conversation, if the staff member is able to include information regarding the “big ideas” listed under each process area, the staff member will be given credit for his or her response. EC Directors/Coordinators are encouraged to utilize this tool in developing professional development for school staff.

Interview Items

1. Tell me about the CHILD FIND process.
 - Response to notification: 30 days
 - Used to identify students suspected of a disability and in need of specially designed instruction
 - Includes children advancing from grade to grade/highly mobile (migrant) children
 - Meets requirement to determine whether or not to refer the student to special education
 - Parent referral procedures
2. Tell me the key elements that must be considered in the DISCIPLINE of students with disabilities.
 - Change of placement/patterns of removal/10-day rule
 - Manifestation Determination
 - Requirement to provide services
 - FBA/BIP
 - Special Circumstances
3. Describe the TRANSFER PROCESS for students transferring from OUT-OF-STATE with a current IEP.
 - Comparable Services
 - Initial Process-Evaluation
 - Initial Process-Consent for the provision of services
 - Adopt or develop a new IEP
 - Request for Records
4. Describe the TRANSFER PROCESS for students transferring from IN-STATE with a current IEP.
 - Comparable Services
 - Review and Revise the IEP (if needed)
 - Request for Records
 - Parent/Teacher Conference/IEP Team Meeting
 - Review Records for Compliance

5. Describe the key elements of SECONDARY TRANSITION.
- Transition Assessments
 - Transition Goals
 - Transfer of Student Rights
 - IEP Team Meeting: Outside Agencies/Student
 - Transition Activities

Scoring Interview Rubric for each area	
0-1 appropriate responses	Poor
2-3 appropriate responses	Fair
4-5 appropriate responses	Good

Resources

LEA staff may refer to Policies Governing Children with Disabilities on the ECD website for specific policy guidance. <http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

Your Regional Monitoring Consultant is also a very good source for further explanation and strategies for use when preparing staff for the on-site monitoring visit.